

# Register for TAX Training

The Virginia Learning Center (VLC) is a web-based application that delivers self-study training topics to your desktop, as well as tracks your progress through the training.

To access TAX training topics through the VLC, you must first have approval from the TAX Security Administration group.

- If you **have not requested and received approval** to access TAX training through the VLC, stop and send an email immediately to TAX Security Administration at [External.Entity.DocForms@tax.virginia.gov](mailto:External.Entity.DocForms@tax.virginia.gov) to request access. Any attempt to register in the VLC without prior approval of TAX Security Administration will be denied.

*Be sure to include the following in your email:*

- ✓ Your name as it should appear for registration purposes, and your phone number (including extension)
- ✓ Your agency or organization
- ✓ Your supervisor's name and phone number/extension
- ✓ Reason for request

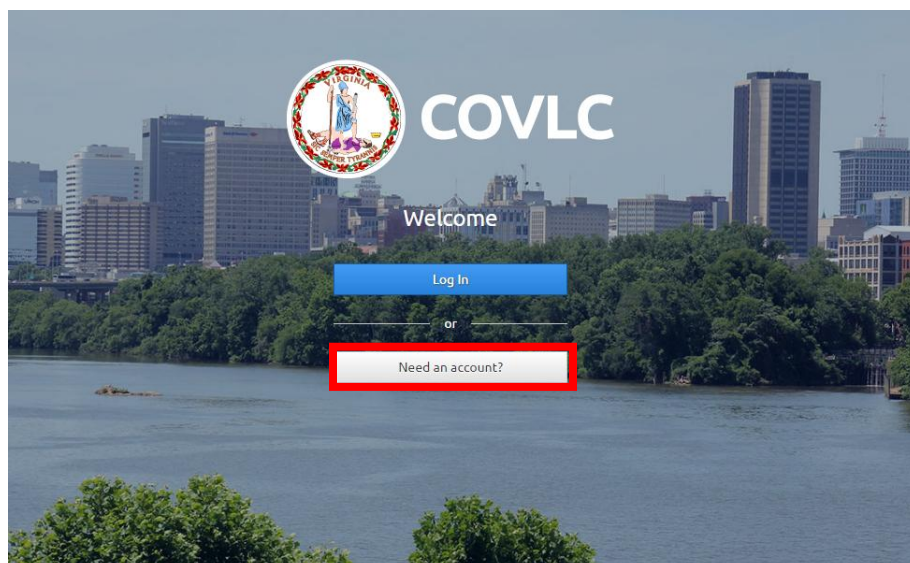
*TAX Security Administration will review and respond to your request.*

- If you **have received approval** from TAX Security Administration to access training, follow the steps below to register in the VLC and create a new user account.

***IMPORTANT NOTE:*** *If you have taken training before through a Virginia state agency Knowledge Center (KC), Learning Management System (LMS) or Virginia Learning Center (VLC) other than TAX's, please email the TAX VLC Administrator at [VLCAdmin@tax.virginia.gov](mailto:VLCAdmin@tax.virginia.gov) for assistance. Otherwise, proceed with the steps below.*

## Register in the VLC for TAX Training: Create an Account

- Step 1.** Open your Internet browser (such as *Internet Explorer, Firefox, etc.*).
- Step 2.** Enter the VLC Web site address (<https://covlc.virginia.gov>)
- Step 3.** Click the **Need an account?** button.



- Step 4.** To register, pick which domain you require access to on the drop down menu. As a Non-State employee, you will select **TAX\_Ext-Va Dept of Taxation-External Entities**. Then click the blue **OK** button.

your State Employee ID as your Login ID. Or if you do not know your Login ID, please select the **Forgot Login ID** link to retrieve link to retrieve your password. A password will be emailed to you. If you need additional assistance, please contact your agency

To confirm that you are entering the site for the first time as a Non-State Employee, select the domain that you are registering

**TAX\_Ext-Va Dept of Taxation-External Entities**

To exit out of the registration process, select the Cancel button.

- Step 5.** Fill in the information as prompted. Required fields are marked with an asterisk (\*). For Organization, please select Dept of Taxation – External Entities. Once completed, click the blue **Create** button.

## Create New Account

**\*Login ID**  **\*Email Address**

**\*Password**  **\*Confirm Password**

**\*First Name**  **Middle Name**  **\*Last Name**

**\*Gender** ☐ Male ☒ Female **\*Date of Birth**

**\*Organization**  **Job Title**  **Manager**

Dept of Taxation - External Entities ✖

**\*Time Zone**  **\*Region**

**\*# of Records (per page)**

☐ Enable Accessibility

Use the same name you used in the email you sent to Security requesting access. Please include a middle initial if you have or use one. It is not required but helpful in identifying existing accounts.

**Step 6.** Your new account registration is automatically submitted to the TAX VLC Administrator who will either approve or deny the request. Please allow 2 business days for a response. **NOTE:** *You only need to register and create an account once.*

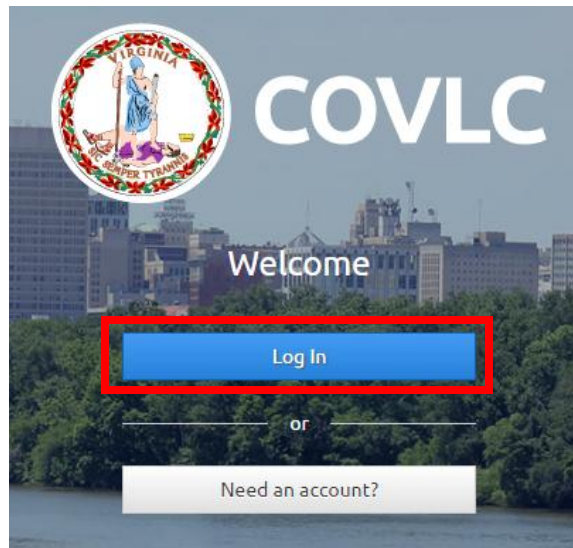
## Login to the VLC to Access TAX Training

After registering and receiving approval from the TAX VLC Administrator to use the VLC web site, you need to login each time you want to access the training.

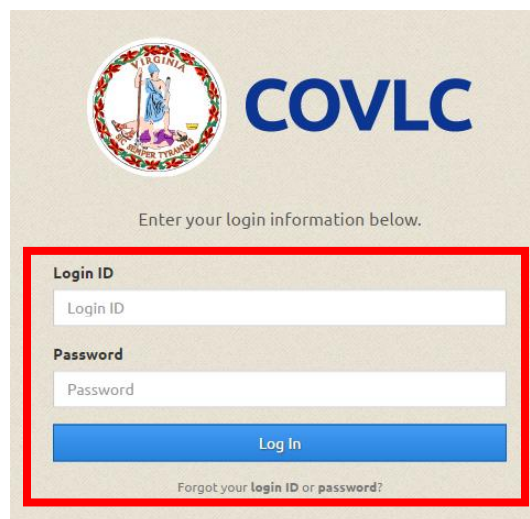
### To login to the VLC:

**Step 1.** Enter the VLC web site address (<https://covlc.virginia.gov>) in your Internet browser. **NOTE:** *Save this site as a favorite for easy access.*

**Step 2.** Click the blue **Log In** button.



**Step 3.** Enter your **Login ID** and **Password** which was created during the registration process. Click the blue Log In button to be directed to your VLC homepage.



If you need assistance, please email the TAX VLC Administrator at [VLCadmin@tax.virginia.gov](mailto:VLCadmin@tax.virginia.gov).